

Table Facilitator Guide

Time Period	Program Activity	Table Facilitator Tasks	Materials
7:00 a.m. <i>30 min.</i>	FACILITATOR ARRIVAL	Report to Hall 3A at Javits Convention Center (655 West 34 th Street) <ul style="list-style-type: none"> <input type="checkbox"/> Proceed to the your table in the Main Hall <input type="checkbox"/> Organize Participant materials at your table – unstuck and distribute materials to each seat at your table. 	None
7:30 a.m. <i>10 min.</i>	MEET WITH AREA FACILITATORS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend an informal “briefing” with other table facilitators in your area run by the Area Facilitator responsible for 	
7:30 – 8:00 a.m. <i>30 min.</i>	FACILITATOR SET-UP <i>Meeting Room</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Find your assigned table <input type="checkbox"/> Sit in a seat next to the computer <input type="checkbox"/> Test computer and review Computer Instructions and Computer Recorder Guidelines <input type="checkbox"/> Orient yourself to the room layout, including bathrooms, water stations, Resource tables, Counseling Support areas, etc. <input type="checkbox"/> Meet the Computer staff in your area. Greet early registrants. <input type="checkbox"/> Make sure you table has the required material set-up: <ul style="list-style-type: none"> – Nametags – 1 Pen, 10 pencils – 1 green sheet of paper, 1 red sheet of paper – Table Roster – 4 sets of Site Options 	Facilitator Instructions – Computer Recorder Advice to Computer Recorder Using Council Software

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8:00 – 9:00 <i>60 min.</i>	<p>PARTICIPANT REGISTRATION & TABLE SEATING</p> <p><i>Registration Area & Tables</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome participants and introduce yourself <input type="checkbox"/> Ask participants to create a nametag <input type="checkbox"/> Check all participants as they arrive against your table roster and add names of people who are not on, but have been assigned to your table. <input type="checkbox"/> Invite participants to review the Participant Guide and the six scenarios before the meeting begins <input type="checkbox"/> Screen for any special needs and address them prior to the program start, particularly translation needs. <input type="checkbox"/> Recruit a Computer Recorder. <u>Make sure you sit next to him or her.</u> <input type="checkbox"/> When a Computer Recorder has been identified, instruct him/her to read the Computer Recorder Guidelines. <p>Note: If your table is missing materials, contact an Area Facilitator</p> <p>Note: If more than one participant can and wants to serve as the Computer Recorder, ask them to rotate in several scheduled periods throughout the meeting. Encourage this rotation as it will give several people the opportunity to serve the group. However, no more than 3 Computer Recorders should be chosen.</p>	<p>Sign-In Sheet</p> <p>Nametags</p>
9:00 – 9:25 <i>25 min.</i>	<p>PROGRAM BEGINS:</p> <p>WELCOME / INTRODUCTORY REMARKS</p> <p><i>Main Stage</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assist in situating late participants <input type="checkbox"/> Check to make sure that participants just arriving are on your table's roster. If newly assigned, add to your roster. <input type="checkbox"/> Contact an Area Facilitator if there are any problems regarding seating <input type="checkbox"/> Contact an Area Facilitator if no one volunteers to be a computer recorder. 	<p>Sign-In Sheet</p> <p>Nametags</p>

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9:25 – 9:40 25 min.	ORIENTATION TO THE DAY / TABLE INTRODUCTIONS <i>Main Stage</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Briefly introduce yourself and describe your role as the table facilitator <input type="checkbox"/> Have each person take one minute to introduce themselves. Have them answer: <ol style="list-style-type: none"> 1. Your name 2. Where you come from 3. Why was it important for you to be here today? (ONE REASON PER PERSON) <input type="checkbox"/> COMPUTER RECORDERS: Type each idea and submit as you go around the table and hear from each participant. <input type="checkbox"/> Refer to Ground Rules which outlines the Table Facilitator's roles and responsibilities and Ground Rules. <input type="checkbox"/> Be aware that grief counselors are available if a participant at your table needs one. 	Ground Rules
9:40 – 9:55 15 min.	DEMOGRAPHICS <i>Tables</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure each participant has a keypad <input type="checkbox"/> Pay attention to the keypad instructions given by the Lead Facilitator <input type="checkbox"/> Help participants use keypads if they have any problems so they can respond to the polling questions. Make sure everyone at your table is voting. <p>Note: All polling questions will be presented by the Lead Facilitator and the options will be displayed on the large video screens at the front of the room. Do <u>not</u> ever vote yourself, even in response to these demographic questions.</p> <p>Polling Questions: ...</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gender, Age, Income Mix, Race/Ethnicity, etc. <input type="checkbox"/> Be aware that grief counselors are available if a participant at your table needs one. 	

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9:50-10:05 <i>15 min.</i>	LOWER MANHATTAN CONTEXT <i>Main Stage</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Presentation from Bob Yaro, Regional Plan Association. Brief History, Impact of 9/11. <input type="checkbox"/> Ensure all participants listen closely to the presentation. <input type="checkbox"/> Make sure that all participants at your table have signed the sign-in sheet. 	
10:05 – 10:50 <i>45 min.</i>	HOPES & CONCERNS: REBUILDING SITE/ REBUILDING LIVES <i>Tables</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Hear from Theme Team about the important reasons participants have identified for coming today. THEN <p>State the Table Task (30 minutes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instruct participants to reference Worksheet #2. Allow people two minutes to take notes individually before you get started. Have participants at your tables discuss and answer the question (30 minutes): <ol style="list-style-type: none"> 1. What are the key hopes and concerns you have as we go about rebuilding and remembering? <ul style="list-style-type: none"> <input type="checkbox"/> Work toward agreement on 3-4 shared hopes and concerns. Have your computer recorder enter and submit these 3-4. Please <u>do not</u> wait to send them all at the end of your discussion. <input type="checkbox"/> If there are strongly-held “minority reports” there will be a separate “bucket” in which to type into the computer and send. There will be this option for EVERY conversation throughout the day. <input type="checkbox"/> Area Facilitators will collect your table’s sign roster so make sure you have it completed by 10:45am. 	Worksheet #1

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10:50-11:35 <i>45 min.</i>	PRESENTATION: REBUILDING THE SITE <i>Stage</i>	<ul style="list-style-type: none"> ❑ Lou Tomson, Joe Seymour, Alex Garvin, Frank Lombardi, Roland Betts - Lower Manhattan Development Corporation and Port Authority. ❑ Ensure all participants listen closely to the presentation. ❑ Participants should open their Participant Guides to pages 6-9 and pull out Worksheet #2 to jot down notes of key points once the six options are laid out. Participants should get together in groups of 3 to review “The Future of Manhattan” document. There will be <u>only four copies</u> per table. ❑ While these presentations are happening ask your table, in particular, to track what they like and don’t like about each site option 	The Future of Lower Manhattan Planning Document (4 per table) Worksheet #2 Participant Guide , pp. 6-9
11:35 – 11:55 <i>20 min.</i>	TABLE TASK: RESPONSE TO OPTIONS – Part 1 <i>Tables</i>	<ul style="list-style-type: none"> ❑ Hear from Theme Team about the important reasons participants have identified for coming today (10 minutes). THEN ❑ We will have two conversations between 11:35-1:35: 1) Review six options and give feedback to Lower Manhattan Development Corp. 2) Suggest additional options to be considered for the next round of planning this fall. ❑ Before you get started in full discussion allow everyone at your table to simply review and familiarize themselves with the map and the participant guide. Have them share first impressions (10 minutes). Have them jot notes on Worksheet #2 while they do their review. 	The Future of Lower Manhattan Planning (4 per table) Worksheet #2 Participant Guide – Page 7

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11:55 – 12:40 <i>45 min</i>	TABLE TASK: RESPONSE TO OPTIONS – Part 2 <i>Tables</i>	<ul style="list-style-type: none"> ❑ The first full discussion period will last about 40 minutes. State the Table Task (40 minutes): <ul style="list-style-type: none"> ❑ Keep in mind hopes and concerns about rebuilding. For each option, what advice would you give to the planners about: <ol style="list-style-type: none"> 1. The features you like and why? 2. The features you don't like and why not? ❑ Note: Participants may find this question challenging. Encourage them to link their personal hopes and concerns (from earlier) to what they like / don't like. ❑ Use the Program Elements in the left hand column of page 7 in your Participant Guide. ❑ Help the group come to agreement on what they like and don't like about each option. Have your computer recorder <u>enter these into the computer and submit them.</u> 	<p>The Future of Lower Manhattan Planning (4 per table)</p> <p>Worksheet #2</p> <p>Participant Guide – Page 7</p>
12:00 <i>30 min.</i>	LUNCH <i>Main Hall</i>	<ul style="list-style-type: none"> ❑ A WORKING LUNCH will start at APPROXIMATELY 12noon. It may begin a little earlier or a little later depending on how quickly the morning has progressed. ❑ Box Lunches will be delivered to the tables by the catering staff. Participants should continue working. Because they will be delivering food to 500 tables, please be patient with the delivery time. All lunches should be delivered within a half hour (or less) after delivery begins. ❑ Encourage participants to trade/share sandwiches as special orders cannot be placed. Kosher meals can be requested. Encourage participants to stay at the tables unless individuals need a bathroom break. ❑ After everyone has received their lunch and started eating, continue with your conversations. ❑ When your tables are done with lunch, have your participants help you to put all the garbage back in the bag it came in and place it in the center of your table for pick up. 	Worksheet #2 (continued)

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12:40 – 1:05 <i>25 min.</i>	<p>TABLE TASK: OTHER OPTIONS</p> <p><i>Tables</i></p>	<p>Table Task (20 Minutes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have participants take out Worksheet #3 <input type="checkbox"/> Encourage participants to think beyond the parameters of the six options. Keeping in mind, again, your hopes and concerns about rebuilding, <ul style="list-style-type: none"> 1. Beyond advice on the six options, what advice would you give the planners? <input type="checkbox"/> Have your computer recorder enter the key comments from your table conversation and submit them as you go. 	Worksheet #3
1:05- 1:30 <i>40 min.</i>	<p>PRESENTATIONS OF THEMES / PREFERENCE TESTING</p> <p><i>Main Stage</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> This segment will be devoted exclusively to a set of polling questions that the Lower Manhattan Development Corp (LMDC) and Port Authority are asking for your input on. We will go through the questions one at a time, with EVERYONE using their keypads. <p>Polling Questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Skyline <input type="checkbox"/> Street Grid <input type="checkbox"/> West Street <input type="checkbox"/> Open Space <input type="checkbox"/> Civic Amenities <input type="checkbox"/> Memorial <input type="checkbox"/> This section of the program will conclude with a report back from the Theme Team re: our conversation about our brainstorm of “Other Options” 	None
1:30 – 1:45 <i>15 min</i>	<p>PRESENTATION AND POLLING OF THEMES</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Report back from Theme Team on themes emerging from discussions about the six options <input type="checkbox"/> Polling on Themes. 	None

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1:45- 2:10 <i>20 min.</i>	CREATING A PERMANENT MEMORIAL <i>Tables</i>	<p>Table Task (15 Minutes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will see a short video that memorializes 9/11. <input type="checkbox"/> At your table, have participants refer to Worksheet #4 and lead a discussion about the Memorial Mission Statement. Ask, about what input people have about the mission statement for the Memorial Advisory Council? <ol style="list-style-type: none"> 1. Does the memorial mission statement capture your feelings about what the memorial should be? 2. Are there additional thoughts you would suggest for improving the mission statement? <input type="checkbox"/> Have the computer recorder enter the ideas that are generally shared at your table. <input type="checkbox"/> Enter any strongly held minority views in the separate question bar. <input type="checkbox"/> One polling question. 	Worksheet #4
2:10 – 3:45 <i>95 min.</i>	HOPES AND CONCERNS ABOUT REBUILDING LIVES <i>Tables & Main Stage</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Lead Facilitator summarizes the key issues around the rebuilding of lives after the events of September 11th. These key issues are: <ol style="list-style-type: none"> 1. Jobs/economy 2. Housing/civic amenities such as parks/culture 3. Transportation <p>Table Task (60 Minutes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have participants open up the Participant Guide (pp 10-13) and spend five minutes reviewing the facts, options, and considerations. <input type="checkbox"/> Have participants pull out Worksheet #5. Lead a discussion about: <ol style="list-style-type: none"> 1. What are the most important options to help rebuild people’s lives that were impacted by 9/11? <input type="checkbox"/> There will be 60 minutes for this discussion. You can divide your time among all three topics, giving each 20 minutes. Or you can move freely from topic to topic. <input type="checkbox"/> Enter the major themes of your conversation in the appropriate topic bucket. <p>Polling Question</p>	Participant Guide – pages 10-13 Worksheet #5

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3:45 – 3:55 <i>10 min.</i>	THE PROCESS FROM HERE <i>Tables</i>	Polling Question <input type="checkbox"/> Pace of Rebuilding	None
3:55 – 4:05 <i>10 minutes</i>	RESPONSE FROM DECISION MAKERS / EVALUATION	<input type="checkbox"/> Short remarks from Daniel Doctoroff, Deputy Mayor for Economic Development for New York City; and, Lou Tomson, Executive Director, LMDC <input type="checkbox"/> Have participants pull out Evaluation Form, fill it out, and leave it at the center of the table. Polling Questions <input type="checkbox"/> Two evaluation questions	Evaluation Forms
4:05 – 4:15 <i>10 minutes</i>	CLOSING COMMENTS	<input type="checkbox"/> Thank participants at your table for sharing their time, energy and commitment	None
4:15 – 4:30 <i>15 minutes</i>	CLOSE DOWN TABLES / MONITOR TECHNOLOGY	<input type="checkbox"/> Count and stack the keypads <input type="checkbox"/> Participants need to return assisted listening devices to get their ID back. <input type="checkbox"/> At language tables, count and return listening devices to Resource tables. <input type="checkbox"/> Please wait for your table's computer and keypads to be picked up by the technology support crews before departing your table for the facilitator debrief. <input type="checkbox"/> You may need to wait as long as 15 minutes for your table to get cleared.	None
4:30 – 5:00 <i>30 min.</i>	TABLE FACILITATOR DEBRIEF <i>Table in Your Area</i>	<input type="checkbox"/> Proceed to area as instructed by your Area Facilitator <input type="checkbox"/> Share insights and recommendations with other table facilitators	Notes from the Day